Together we can beat poverty for good. Will you join us?

RESPONSE MANAGER

PROGRAMMES

Closing Date: TBC

Vacancy Type: Fixed term

Vacancy Reference: TBC

**Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults, and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our** [**values**](https://www.oxfam.org.uk/what-we-do/about-us/how-we-work/our-goals-and-values) **are recruited to work for us.**

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](https://www.schr.info/the-misconduct-disclosure-scheme).  In line with this Scheme, we will request information from job applicants’ previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.

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**Shaping a stronger Oxfam for people living in poverty.**

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| About oxfam |

Oxfam is a global community who believe poverty isn’t inevitable. It’s an injustice that can be overcome. Together we save and rebuild lives in disasters. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality, discrimination against women and climate change. And we won’t stop until every person on the planet can live without poverty.

Oxfam GB is a member of the international confederation [Oxfam](http://www.oxfam.org/).

Oxfam has been working in South Sudan since 1983, devoted to empowering people against poverty. In 2015 the organisation consolidated its efforts to meet the needs of the most vulnerable and has reached over 1.2 million people across South Sudan with life-saving sustainable assistance. Gender justice programming is a mainstream in all the work we do, and standalone gender justice projects are being developed. Oxfam works in partnerships where possible.

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| our team |

The team is responsible for the strategic development and management of the country Humanitarian program. Supports Oxfam’s impact locally, regionally, continentally, and globally through ensuring Humanitarian program aligns to the key strategic objectives and program standards. Provides strategic leadership and support to resource mobilisation efforts. Ensure that the humanitarian programmes make the proper shift, with the quality needed to ensure a proper achievement of the South Sudan Oxfam Strategy. Promotes that the promotion of women’s rights is at the heart of all Oxfam in South Sudan program work.

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| job purpose |

Responsible for providing leadership on and ensuring strategic people related business processes.

S/he will ensure that these processes are clear and effectively implemented and monitored in country. The person will also ensure that all teams within the Country Office are working effectively in line with Oxfam’s code of conduct and working culture.

Lead the design, implementation, management, and coordination of effective and appropriate large scale humanitarian interventions. This includes country humanitarian strategic management, representation, coordination, programme, advocacy, and programme support to senior levels.

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| what the recruiting manager has to say about the role?  |

This role is pivotal to promote Oxfam’s branding in county. The postholder will provide Programme technical advice and expertise across the country to ensure we deliver services to the need timely, effectively and with great quality.

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| core details |
| **Location:** | Juba, South Sudan |
| **Salary:** | Competitive salary package |
| **Internal Grade:** | C1Global |
| **Division** | International | **Job Family:** | Programme |
| **Contract type:** | Fixed Term. |
| **Hours of work:** | http://www.workingfamilies.org.uk/wp-content/uploads/2015/09/Happy-To-Talk-Flexible-Working-cropped-616x290.jpg 40 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage |
| **This role reports to:** | Senior Program Coordinator |
| **Staff reporting to this post:** |  |
| **Annual budget for the post:** | USD 10 million / year  |
| **Key relationships/interactions:** | Staff of OXFAM in South Sudan, Regional Teams, Global recruitments, and systems people |
| **Screening checks:** | All successful candidates will be screened through [Refinitiv World-Check One](https://www.refinitiv.com/en/products/world-check-kyc-screening/world-check-one-kyc-verification) to comply with counter terrorism and financial sanctions regulations. |
| **References:** | Should you be successful and not already employed by Oxfam GB, we will require minimum of two references covering five years of employment history. |
| **DBS checks (for roles based in the UK):**It is a requirement in the UK for a new DBS check at enhanced level for every new member of staff who works directly with, or has regular contact with, children or vulnerable adults in the UK (consistent with DBS guidance and relevant law). |  |

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| key responsibilities |

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| **RESPONSIBILITIES*** Coordinates crisis response projects implemented by Oxfam and partners
* Lead in the overall planning and strategic management of Oxfam Crisis Responses in South Sudan
* Participate in resource mobilisation and negotiation of appropriate resources in collaboration with Senior Program Coordinator and Funding Manager
* Develop monitoring and evaluation mechanisms of crisis response programs
* Lead in Crisis Response programs, design, and development of appropriate contingency plans, and related preparedness and mitigation strategies including capacity building initiatives
* Lead the preparedness process to ensure that well trained human resources are always ready to act, and resources and material resources are prepositioned in strategic locations
* Ensure relevant Oxfam partners have updated humanitarian contingency plans and that key staff are trained on the same.
* Conduct Integrated Rapid Needs Assessments jointly with other Clusters to establish the immediate humanitarian needs of disaster affected populations
* Develop and maintain close working relations with Country Technical Leads, Program Managers, Funding and Advocacy and Media teams to strengthen Oxfam one program approach
* Lead on enhancing Oxfam’s ability to respond timely, appropriate, accountable, and cost-effective manner to humanitarian crises in program areas, with a focus on program quality beneficiary and partner accountability
* Ensure that Oxfam complies with all contractual obligations and achieves high quality proposals and that all donor reports are submitted on time
* Ensure that the responses are implemented in consultative, participative and gender sensitive manner
* Report regularly to management as appropriate with agreed indicators against overall objectives
* Maintain an analysis of the humanitarian context in South Sudan and beyond and use this to inform interventions
* Develop and manage an appropriate response to humanitarian crises in line with agreed standards (e.g., Core Humanitarian Standards, Code of Code, SPHERE, Oxfam Gender Policy) and Oxfam’s best practices
* Make regular visit fields to monitor program implementation and offer field colleagues technical support, along with necessary tools: debrief the APMs, prepare visit report, with clear findings and actions, and build capacity of field teams.

**Other Responsibilities*** Performs other duties, as assigned.
* Required to adhere to Oxfam’s principles and values as well as the promotion of gender justice and women's rights
* Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

**SKILLS AND COMPETENCIES:** |
| * Degree or higher from a recognized University/college in Public Health, Civil Engineering, Agricultural Economics, Community Development, International Humanitarian Aid
* Relevant experience of 7 years or more including budgeting, planning, program cycle management, preferably in an International NGO, operational UN agency/equivalent, two of which at least 5 years should be managerial experience
* Extensive experience in large scale humanitarian programming at senior level and humanitarian management complex, insecure environments
* At least 2 years of experience preferably in the emergency response especially in leading, designing, coordination and fundraising
* Knowledge and understanding of WASH and Emergency Food Security and Livelihood programming in emergencies, humanitarian response, complex emergencies, conflict resolutions and international humanitarian law
* Experience of implementing protection humanitarian interventions and mainstreaming gender, safe programming, and safeguarding
* Experience in fast paced and difficult emergency contexts
* Strong program management and ability to ensure consistent quality against standards and implement effective monitoring and evaluation systems to assess and adjust performance.
* Experience in organizational representation, coordination, and liaison.
* Excellent analytical and conceptual, planning, organizational, and leadership skills.
* Excellent inter-personal communication, negotiation, and problem-solving capacities.
* Experience in implementing and managing projects with partner networks and commitment to and knowledge of supporting partner organisations to achieve direct impact and results relating to the project objectives.
* Fluency in written and spoken English. (Arabic or any other language ……. Do we want to put other languages as an example)
* Strong computer literacy.
* Commitment to Oxfam mission, values, and policies.
* Ability to manage stress, multi-task and take decisions.
* Job will require to spend 80% time in the field and travel within South Sudan.
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**Other**

* Eager and required to adhere to Oxfam’s principles and values as well as the promotion of gender justice and women's rights.
* Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

**Your commitment to Oxfam**

* Required to adhere to Oxfam’s principles and [values](https://www.oxfam.org/en/explore/how-oxfam-fights-poverty) as well as the promotion of [gender justice and women's rights](https://policy-practice.oxfam.org.uk/our-work/gender-justice#855afbea-dfa4-4084-a924-2e7d160e8a85)
* Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

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| Person specification  | **How this will be assessed?[[1]](#footnote-1)** |
| **Right Pointing Backhand Index Note to candidates:** Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct [here](https://oxfamwebcdn.azureedge.net/-/media/Files/OGB/What%20we%20do/About%20us/Plans%20reports%20and%20policies/documents/OxfamCodeofConduct.ashx). | **Shortlisting** | **Interview** | **Presentation** | **Other<please specify)** |
| **Key Organisational Attributes** |  |  |  |  |
| Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities. |  |  |  |  |
| Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women’s rights, and diversity for all aspects of development work. |  |  |  |  |
| Commitment to undertake Oxfam’s safeguarding training and adherence of relevant policies to ensure all people who encounter Oxfam are as safe as possible |  |  |  |  |
| **Organisational Values** |  |  |  |  |
| **Accountability** – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions |  |  |  |  |
| **Empowerment** – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen |  |  |  |  |
| **Inclusiveness** – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences |  |  |  |  |
| **[Oxfam Leadership Competencies](#_OXFAM_LEADERSHIP_COMPETENCY)** 1. Focus on overall impact of work rather on only department area of operations.
2. Getting more familiar with the complex systems and environment.
3. Working more and more with teams.
4. Understanding and getting familiar with the cross-function’s linkage and coordination.
 | **Shortlisting** | **Interview** | **Presentation** | **Other<please specify)** |
| 1. Strategic thinking: Focus on wider system and feed learnings to wider programme
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| 1. Strengthening the system: Focus on wider system and feed learnings to wider programme
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| 1. Solution Oriented: Solutions to functions problems/challenges support to overall country programs.
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| **Essential - Experience, Knowledge, Qualifications & Competencies** |  |  |  |  |
| * Minimum of10 years of HR/OD Management experience in a leadership position in an international setting with a proven track record and a degree level education (from a recognized university) in a relevant subject.
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| * Experience of leading and managing conflict resolution.
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| * Experience of developing and managing budgets.
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| * Ability to reflect and effect a gender and diversity sensitive human resources policy.
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| * Able to function in high pressure situations while maintaining emotional control.
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| * Good written and spoken English
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| * Standard keyboard skills with knowledge of Microsoft suite
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| * Ability to work cooperatively in a cross-cultural setting, fast-paced and difficult emergency context
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| **Desirable**  |  |  |  |  |
| * Able to influence and inspire confidence using professional knowledge and expertise
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| * Understanding of trends and developments in the relevant field
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| * Proven experience in working in Humanitarian context
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| * Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
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| * Experience of developing and working with HR Information Systems
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| how to find out more about us |

* Find out more about our pay & benefits [here](file:///C%3A%5CUsers%5Crorina.OGBINT%5CDownloads%5C%E2%80%A2%09http%3A%5Cwww.oxfam.org.uk%5Cwhat-we-do%5Cabout-us%5Cworking-at-oxfam%5Cwhat-oxfam-offers). Get a feel of what it is like to work at Oxfam [here](file:///C%3A%5CUsers%5Crorina.OGBINT%5CDownloads%5C%E2%80%A2%09http%3A%5Cwww.oxfam.org.uk%5Cwhat-we-do%5Cabout-us%5Cworking-at-oxfam%5Clife-at-oxfam).
* Look at our ‘How to apply’ section for helpful tips [here](http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/how-to-apply-for-a-job).
* Technical glitch? If you have any issues when submitting your application, please contact recruitmentteam@oxfam.org.uk
* We are unable to accept prospective applications, but you can sign up for our job alerts [here](https://jobs.oxfam.org.uk/alertregister/)
* External applicants: <https://jobs.oxfam.org.uk>, Internal applicants:<https://jobs.oxfam.org.uk/internal>
* Find out about everything we do [here](http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/how-to-apply-for-a-job).

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| follow us |

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# **Oxfam GB is a Disability Confident Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our recruitment team.**

# OXFAM LEADERSHIP COMPETENCY FRAMEWORK - For your information only. Please use criteria in the ‘Person Specification’ section to demonstrate your suitability for the role.

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| **Competencies**  | **Description** |
| **Decisiveness** | We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs. |
| **Influencing** | We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization. We spot opportunities to influence effectively and where there are no opportunities, we can create them in a respectful and impactful manner. |
| **Humility** | We put ‘we’ before ‘me’ and place an emphasis on the power of the collective, nurture the team and play to the strengths of everyone. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization. |
| **Relationship Building** | We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization. |
| **Listening** | We are good listeners who can see where deeper levels of thought and tacit assumptions differ. Our messages to others are clear and consider different preferences. |
| **Mutual Accountability** | We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner. |
| **Agility, Complexity, and Ambiguity** | We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways. |
| **Systems Thinking** | We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome, or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions. |
| **Strategic Thinking and Judgment** | We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values. |
| **Vision Setting** | We have the ability to identify and lead visionary initiatives that are beneficial for our organization, and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders. |
| **Self-Awareness** | We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.  |
| **Enabling** | We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support. |

1. Whilst we make every effort to indicate how the candidates will be assessed against a criterion, this is subject to change and may be influenced by the quality of applications. [↑](#footnote-ref-1)